



Leave of Absence Form

To facilitate your return to Snow College, meet with your advisor prior to your departure to develop a plan for your return, including a list of classes you should take for the semester of your return. This information will help your parents or guardians register for you.

- Registration options: Fall Priority (Early April), Spring Priority (Early November), Summer Priority (Late March)

Student Name, Badger ID, PIN, Advisor's Name, E-mail, Phone, Semester of return, Year

Suggested Courses Semester:

Table with 2 columns: Classes, Credits. Includes a Total Credits row at the bottom.

After meeting with your academic advisor, go over this information with your parents or guardians, and then have them place your Advisor Checklist in a secure spot for future reference.

By signing the following section, you are allowing the designated people to have access to your records until such access is revoked.

In accordance with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), I do hereby authorize administrative personnel from Snow College and/or their authorized representatives to discuss either, verbally (via telephone or in-person), by written communication, or by electronic means (electronic mail or facsimile), any and all issues/ concerns/ recommendations that pertain to my enrollment at Snow College, my continuing education status (including academic progress), and the availability/ recommendations of any/ all type of financial or educational assistance that may be applicable to me with the following persons as covered by the above named FERPA act.

Table with 4 columns: Name, Address, Relationship, Telephone Number

Name, Date



Leave of Absence Return Guide

If you plan to take a year or more leave of absence in order to serve a religious mission, to serve in the military, or for other reasons, Snow College suggests that you compile a Return Guide for parents/guardians. (If you seek a leave for medical reasons, contact the Accessibility Services Coordinator at 435-283-7321 or 7324 in the Greenwood Student Center room 221.)

File your Leave of Absence form. This is online at www.snow.edu. Print the form, complete it and return it to the Academic Advising Office (GSC 241).

The form includes

- Badger ID (your Snow student ID number, also called your Banner ID)
- PIN (personal identification number)
- Advisor name, phone number, and e-mail address
- A list of classes you plan to take when you return
- A release of information so that Snow College advisors can assist your parents or guardians

A step-by-step process of how someone can register for you is as follows:

- Call the Academic Advising Office at 435-283-7313 to discuss classes and registration.
- Go to the Snow College website at www.snow.edu.
- Click> Students> Registration> Log on to Badger Web System. If you have questions go to www.snow.edu/registration/1.html.

We suggest that you show your parents how to enter the Badger Web registration system and answer any questions they might have. If you or your parents have any questions about this process, please contact Academic Advising at 435-283-7313 or Registration at 435-283-7324.